

## **Director of Finance and Operations**

### **Organization Summary**

The U.S. Education Delivery Institute (EDI) helps turn system reform plans into real student outcomes. Our mission is to build the capacity of state leaders in K-12 and higher education to implement their key education priorities. This means guiding them as they set and reach goals to increase the number of students who graduate from high school college and career-ready, as well as the ranks of those who enter and succeed in college. To do this, we adapt and apply a proven performance management approach pioneered in the United Kingdom under Tony Blair by the Prime Minister's Delivery Unit.

EDI is an innovative, nonprofit organization launched in May 2010 by the Education Trust and Achieve. Sir Michael Barber, former head of the U.K. Prime Minister's Delivery Unit, has provided founding leadership and continuing guidance to the group. EDI received core operating support from the Bill & Melinda Gates Foundation and Carnegie Corporation of New York to launch the organization. We anticipate the organization will grow to sixteen individuals by the Spring of 2011.

### **Position Summary**

The Director of Finance and Operations is responsible for finance and budgeting, human resources and benefits administration, information technology (IT) and facilities management. The position reports to the Chief Executive Officer, serves as a member of the senior leadership team, and oversees a small operations team of employees and contractors.

We seek to foster a high-growth and entrepreneurial environment. Preliminary operating systems and contractors now provide IT, finance and accounting, marketing, legal and web design services. The next step is for a full-time Director to institutionalize critical systems and processes. Essential responsibilities for the position include:

### **Finance & Budgeting**

- Lead and coordinate all facets of EDI's financial management with the senior management team, preparing the annual budget to best support organizational decision-making and the realization of programmatic priorities;
- Oversee establishment, execution and constant improvement of internal accounting system and ensure that proper financial controls and procedures are in place and used;
- Work with outside accountant to manage and execute accounts receivables and payables, prepare financial reports, financial analyses, and forecasting;
- Ensure EDI's compliance with regulatory and reporting requirements of all internal and external stakeholders, including donors, auditors, partners, the Board of Directors, and others, and ensure timely information-sharing as required;
- Manage the annual audit process, and implement changes based on recommendations; and,
- Track actual performance against plan and budget.

## **Strategic Planning & Leadership**

- Participate in short and long-term strategic planning and priority setting, under the leadership of the CEO and in conjunction with other senior leaders;
- Strategize and implement plans for organizational design, program structure, decision making processes, and operations with other senior managers;
- Ensure that the CEO and senior staff receive the critical feedback and data needed to make strategic decisions, such as operations status, revenue and expense reports, and updates on infrastructure or human resource issues.

## **Human Resources**

- Provide guidance to senior leadership team on hiring decisions and performance evaluation;
- Implement and oversee effective compensation, and benefits plans, and developing appropriate processes to ensure smooth HR operations;
- Support the recruitment, hiring, and onboarding of staff, contractors, and interns by ensuring compliance with federal, state and local regulations;
- Manage staff information files to ensure that all benefits data (i.e., vacation, insurance, time keeping, retirement) is current internally and externally;
- Lead the process to write and update the employee handbook and make sure it is up to date and complies with all regulations, insurance policies, and the goals of the organization.

## **Administration**

- Develop and implement efficient organizational policies and processes that ensure compliance with regulations without undue bureaucracy;
- Manage all external vendor relationships for banking, accounting, contractors, legal, benefits, insurance, travel, and facilities; coordinate contract management, including negotiations and renewals, while also managing risk associated with each;
- Manage purchasing policies and procedures, including appropriate internal corporate card use and payment policies and procedures;
- Develop and oversee information technology, telecommunications, and other equipment and infrastructure needs of the organization.

## **Position Qualifications**

The ideal candidate will be a proven leader, who is both a strategic thinker and a natural problem solver. Other traits include comfort with a fast-paced environment, well-developed problem solving skills and an affinity for creating and maintaining efficient management systems and processes. Candidates must possess;

1. Minimum bachelor's degree and five years executive level management experience, preferably within a high-growth, entrepreneurial environment; Master's degree in finance, business, non-profit management or related field highly preferred.

2. Demonstrated expertise in the fields of finance, budgeting and accounting, with clear understanding of pertinent federal and state regulations;
3. Experience in the fields of human resources, IT, and organizational administration;
4. Experience leading cross-functional teams to develop and implement systems and processes to increase the effectiveness and efficiency of a new and growing organization;
5. Ability to manage internal human resources policies, procedures and benefits;
6. Excellent communication skills (both oral and written) and strong team-building skills;
7. Prior senior management experience in a not-for-profit organization or public agency highly desirable.

### **Location**

The U.S. Education Delivery Institute is located in Washington, DC.

### **Benefits & Salary**

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

### **Application Process**

Provide a cover letter and resume to be considered for this position. Please send both documents to the attention of EDI Deputy Director Alex Harris at [info@deliveryinstitute.org](mailto:info@deliveryinstitute.org).

*EDI is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.*